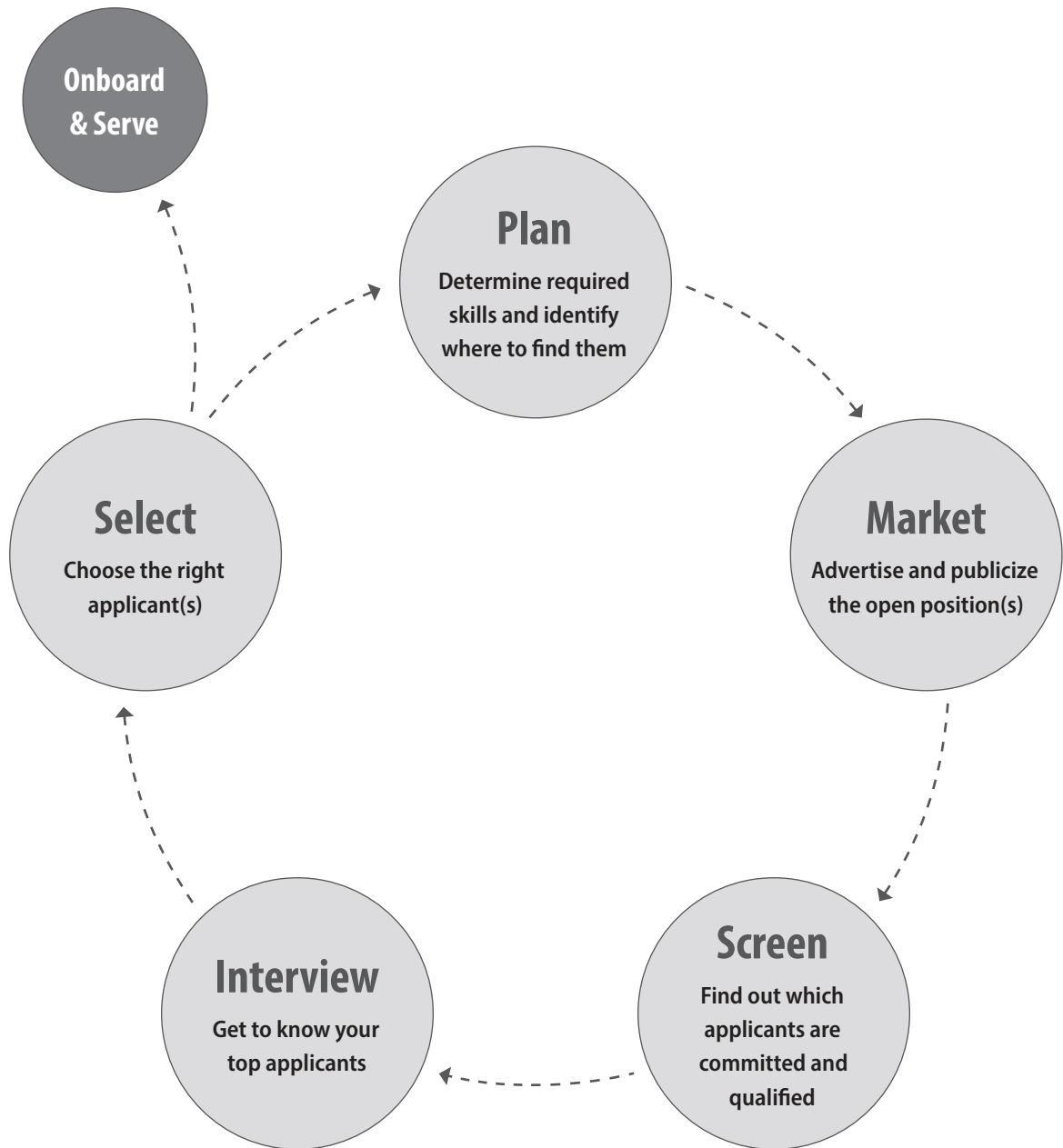


Stages of AmeriCorps VISTA Recruitment



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Recruitment Checklist

VISTA member recruitment is a multi-step process that can be both rewarding and challenging. Use this set of sample activities to create a customized process that fits your structure and policies.

Plan

- ☐ Outline steps in your marketing, screening, interviewing, and selection process
- ☐ Create your recruitment task list
- ☐ Draft your recruitment timeline
- ☐ Set up tracking systems
- ☐ Identify staff and their roles
- ☐ Prepare supplemental questionnaires, interview questions, and program information to share with applicants
- ☐ Ensure you have access to eGrants and the ability to complete required recruitment tasks.

Market

- ☐ Complete, submit, and get approval for your VAD(s) from your CNCS State Office
- ☐ Brainstorm personal, professional and cultural competencies that match your organizational needs and the VAD
- ☐ Imagine potential VISTA(s) for your program, and tailor your outreach and opportunity listings towards this ideal
- ☐ Identify strategies to reach potential candidates who match the personal, professional and cultural competencies you are looking for
- ☐ Identify recruitment sources that reflect the diversity of your community
- ☐ Develop your message and write your Opportunity Listing for My AmeriCorps based on your list of competencies, inclusiveness, the VAD, and your ideal candidate profile
- ☐ Submit and get approval for your Opportunity Listing from your CNCS State Office
- ☐ Post your Opportunity Listing on My AmeriCorps
- ☐ Cast a wide net to advertise your position (via word-of-mouth, online, print, etc.) based on your list of locations to find candidates who match the personal and professional competencies you need
- ☐ Be prepared to market your program to potential candidates; they will be interviewing you too

Recruitment Checklist, cont.

Screen

- ☐ Prepare your benefits and limitations of service (terms and conditions) information to share during pre-screening activities
- ☐ Conduct pre-screening activities (e.g., pre-screen phone calls, applicant Living Allowance sample budget, commitment scale ratings)
- ☐ Round 1: Narrow your list of applicants
- ☐ Apply your screening and selection criteria to narrow your list of applicants (i.e., do they meet the position requirements identified by your program, did they complete all required steps, are all documents accounted for and complete, did they stay in touch, did they complete tasks in a timely manner)
- ☐ Work with sub-sites to identify where each VISTA will serve
- ☐ Round 2: Narrow your list of applicants
- ☐ Review and rate applicants and materials
- ☐ Round 3: Narrow your list of applicants

Interview

- ☐ Conduct interviews round 1
- ☐ Conduct interviews round 2
- ☐ Identify top picks and back-up candidates

Select

- ☐ Conduct reference checks
- ☐ Offer your candidate(s) a position
- ☐ Outline next steps for the candidate including a timeline for when service will start and required documentation
- ☐ Inform the VISTA candidate of required next steps:
 1. Create a Travel Request Profile in My.Americorps.gov to register for Pre-Service Orientation
 2. Complete direct deposit paperwork for living stipend and other payments from CNCS, as well as other paperwork
 3. Create a VISTACampus.gov log in, and complete the PSO preparation web activities
 4. Print out a copy of their VAD to bring to PSO
- ☐ Retain the member you have selected before they arrive for service by checking in on a weekly basis, and making sure that documentation is turned in on time